

Digital Learning Online Advice for Staff

April 2020



KEY POINTS SUMMARY	3
TEACHERS - PLANNING YOUR LESSON	4
COMBINING APPROACHES	4
DIFFERENTIATION	4
PROFESSIONAL CONDUCT	5
MAKING THE MOST OF VIDEO	5
CHILD PROTECTION	6
SETTING UP	6

Key Points Summary

Learning online is new for many teachers. This document provides advice on how to setup for learning, to be part of online meetings and access learning in Google Classroom. The key points are:

For staff:

- Continue to observe the highest professional standards
- Only use Google video meets if you are confident that this is the best way to deliver content and feel comfortable doing so
- Ensure that you use only approved digital services such as **Google G Suite for Education** including Classroom, Meet, Docs, Sheets, Slides, Drive and other services identified [here](#). A recommended list of Distance Learning tools is [here](#).
- Useful resources from Google are available to help with [Teaching from Home](#).
- Choose the method of delivery based on the lesson itself
- When using Google Meet or recording video, place your device so the camera doesn't show too much of your home (to protect your privacy)
- Always use Google Classroom / Google Meet integration to setup Meets and Google Classroom to assign work for pupils.
- Consider how to structure online learning to provide balance and differentiation.

Teachers - Planning your lesson

Combining approaches

The best approaches to digital learning are to blend video instruction, demonstration videos, pupil assignments and activities, plenary and assessment. A good format is (all posted in Google Classroom):

- Recorded video introduction (5 minutes max)
- Shared learning intentions with activity resources as an assignment
- Pupils can ask questions for clarification in comments against the assignment task or private message you with them.
- Pupils complete assigned work. You can review all pupil work set as assignments with Docs, Sheets or Slides at any time.
- Pupils submit work for feedback
- Teacher reviews work / provides feedback – remember you can leave voice feedback using the **VoiceNote** tool in TextHelp Read and Write – [Find out more](#)
- Google Meet – plenary to review learning and discuss with class/small groups.

The choice to use Google Meet to connect to your pupils is yours to make. Google Meet is a great way to keep in touch with pupils, deliver new learning, ask questions and support pupils.

Differentiation

Online learning needs to be differentiated for learners. Your pupils will learn more effectively if you differentiate learning so that they can achieve their potential. Google Classroom allows you to assign work to a specific pupil or group of pupils. Given the nature of online learning; you should consider differentiation which relies on less support. Try the following approaches:

Collaborative learning

Set work for small groups of pupils who you know already can collaborate effectively. Small groups provide more opportunities for pupils to participate. Using G Suite Docs, Sheets and Slides your pupils already have the tools they need for collaboration.

Variable outcomes

Rather than setting a task with a single outcome or 'right' answer, take a more interpretive, creative approach to an assignment. Give pupils the flexibility to arrive at a more personalised result. Pupils of different abilities will arrive at outcomes that match their level of understanding of the learning.

If you must use short response/multiple choice style questions, create these as self-marking quizzes in Google Forms. These can be set up to provide instant feedback to pupils.

Different products

Your pupils don't have to complete written exercises for all assignments. Consider providing the opportunity for them to record video or audio as part of their work. A wider range of

digital responses will allow pupils to respond in the manner that is most comfortable for them.

Professional Conduct

Your commitment to the professional values of integrity, trust and respect and social justice should be demonstrated in your online activity both at work and at home. Moreover, as teachers you have a responsibility to be positive role models to learners; exercising sound judgement and due care at all times when online and setting an example of good digital habits.

From [Engaging online, A guide for teachers \(Endorsed by the Teaching Professional Associations of Scotland\)](#)

Please follow this guidance when planning and delivering digital learning online.

1. Only use Google Meet for video meetings with pupils. No Zoom, Facetime, Messenger, Skype, WhatsApp etc. All these consumer services place your data and that of pupils into consumer platforms over which we have no governance. Some also have a number of known security issues.
2. Only use Aberdeen City approved digital services for learning and teaching. Our principal learning platform is Google G Suite for Education with includes Classroom, Meet, Drive, Docs, Sheets, Slides, Sites, Jamboard and Gmail. An ab-ed.org Google account also includes access to a number of additional services such as Maps and Youtube. The complete list of ACC approved digital services/applications is online [here](#). *Where these additional services support a Google login, this should be used.*
3. Share your Google Classroom(s) with at least one other member of staff. This allows you to share and reuse resources from shared classrooms and provides some resilience if you are not available to support your class for any reason.
4. Our approach is to use assignments to set learning activities in Google Classroom. If you are using another approved application, for example, a quiz in Kahoot!, you should place the instructions for the activity and the link to it as an assignment in Google Classroom.
5. Your @ab-ed.org email account is for learning and teaching. Your @aberdeencity.gov.uk email address is for professional communication. It is your @ab-ed.org email address that you should use if you wish to share it with pupils to support learning.
6. Never use any personal account in any professional activity. Never connect your personal social media to any professional activity. Protecting your privacy and maintaining professional boundaries is extremely important, especially when using digital platforms which may blur these boundaries through emojis, GIFs and text-speak.

Making the most of Video

It's important to think about whether a live video lesson is the best way to deliver the learning you are planning. Here are some things to think about.

1. Is live feedback important as part of the lesson? If not, perhaps you could use Google Meet to record a video and then post this in Google Classroom for pupils to view on demand.
2. Planning a whole school assembly online? You can schedule a meeting of teaching staff and stream this online. The live stream will **only** be visible for users with @ab-ed.org accounts. [Help here](#) – Pupils can watch but won't be able to interact with the stream. You can also record the Stream just like any other Meet. You could use a shared [Jamboard](#) for pupils to respond during the assembly (you can share the link to the Jamboard with pupils).
3. Want to demonstrate something using your computer? Make a video of a presentation with you presenting it? Use [Loom](#) or [Screencastify](#), both are in the Chrome Web Store. Loom is FREE for education and Screencastify is free until the end of June. More info on a range of Digital Tools for Learning is [here](#).
4. Got some written work, painting/drawing or anything that would be a demo to show pupils? Use a visualiser (or make one) using a phone, tablet or web cam. Some great ideas [here](#).

Child protection

We want everyone to be safe, just like being in school, if you see anything in your Meet with pupils that raises child protection concerns, you should follow our usual child protection procedures.

To ensure that everyone in Meetings is protected it is mandatory for all Google Meets to be recorded by the class teacher. Always remind your pupils that the meeting is being recorded.

The video of the Meet will remain in your Google Drive in a folder called "Meet Recordings" and can be accessed by you and the ACC Google admin team, if needed.

You may consider posting the recordings of meetings back to the Classroom for pupils who were unable to join.

Setting up

1. All Google Meet lessons must use the new Google Classroom integration. In the settings cog for each of your Google Classrooms, there are new options for Google Meet. This prevents pupils using meeting links to continue or return to the meeting after the teacher has left! [Watch this video to find out more.](#)
2. Think about the background behind you and reducing the noise so that you can talk to pupils. Try to find a quiet space in your home and let others in your home know in advance that you will be working and need some quiet.
3. Try to use headphones if you have them, ideally some with a built-in microphone. You will need to select these in the Google Meet setup screen.

4. Make sure you are prepared and understand how to remove pupils, mute microphones and share your screen. Check your understanding of these with a Meet with colleagues before a Meet with pupils.
5. Think about allocating roles to some pupils as part of your Meet. A suggestion for this is attached in Appendix 1.

Protocols for Google Meet

Protocols
<ul style="list-style-type: none"> • Log in using your School Email Only • Do not share your screen • Do not share our meeting URL with anyone, ever! • When in the meet, only use chat for class purposes • Follow our normal class behaviour agreement • Logoff when asked to by the teacher • If these aren't followed, we cannot hold Meets.

Guidance for Pupils Using Chat
<ul style="list-style-type: none"> • Meets will be recorded. • When you enter the Meet - Microphone must be on mute • Written chat must be for class purposes only. If you have other questions outside of the topic, please email. • Pupils in attendance may have jobs that help those who are in the meeting and also help those who watch after. • If called upon, please unmute your mic and join the discussion. • Recordings and transcripts of the chat will be posted after the Meet.

	Google Meet Pupil Job Title	Role
	Welcome	After the first five minute of the meet... As people enter the meet and some arrive late, greet them in writing by saying Hello, _____. Give them a summary of what has happened so far.
	Questioner	If a great question is posted in the chat and as the teacher I don't see it or respond, the questioner may unmute their mic and alert me to the question.
	Linker	If as a teacher, I post a useful link during the discussion, the linker will have that copied (if anyone asks for it or needs it later in the discussion and someone cannot find it).
	Timekeeper	If the teacher gives a time for a particular activity or part of class, the timekeeper will alert us all if we are approaching the end of the time allotted.
	Notetakers	All pupils are expected to take notes and participate as needed. You will have access to all that is posted in the chat after the recording ends. Some may be asked to share notes with anyone who could not attend live.

Digital Learning Online Advice for Pupils and Parents

April 2020



<u>KEY POINTS SUMMARY</u>	3
<u>GOOGLE MEET - LIVE LESSONS FROM YOUR HOME</u>	4
<u>PUPILS - GETTING SET UP</u>	4
<u>PUPILS - CONNECTING TO YOUR MEETING</u>	4
<u>TOP TIPS FOR YOUR MEETING</u>	5
<u>PARENTS - HELPING YOUR CHILD TO SET UP & CONNECT</u>	6

Key Points Summary

Learning online is new for many pupils and parents. This document provides advice on how to setup for learning, to be part of online meetings and access learning in Google Classroom. The key points are:

For pupils:

- find a quiet space
- use headphones if you can
- place your device so the camera doesn't show too much of your home (to protect your privacy)
- behave in the lesson as you would be expected to in school
- be kind and considerate of others
- follow up tasks will be in Google Classroom – you can ask questions of your teacher there

For parents:

- help your child find the best place to work (if possible, not a bedroom)
- be on hand, if you can, to help if needed
- take an interest in your child's work and the work left for them to complete in Google Classroom
- Don't interrupt the lesson. If you require to speak to the teacher make a separate appointment through emailing the staff member.

Google Meet - Live Lessons from your home

Pupils - Getting set up

First of all, if you are not comfortable with being on camera to speak with your teacher, let him or her know using an email or private message in Google Classroom, so that other arrangements can be put in place.

Using Google Meet is inviting someone into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some top tips.

1. Be dressed suitably - no PJs - get dressed as you would be happy to be seen outside of your home.
2. Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame.
3. Turn the TV and other distractions off. Try to find a space which is quiet. Don't worry - we know this might not always be easy for everyone to do.
4. If you have some headphones, use them. You might need to change the meeting settings after you plug-in your headphones. This will work even better if they have a microphone. [HELP HERE](#)
5. Choose somewhere with good light but don't have your back towards a window if you can avoid it. Too much light can make it difficult for others to see you on your camera.
6. Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make yourself more comfortable.
7. Have some paper/jotters handy with a pen or pencil so you can write notes if you need to. You could also use [Google Keep](#) or [Docs](#) to write short notes with your device during your meeting.



Pupils - Connecting to your meeting

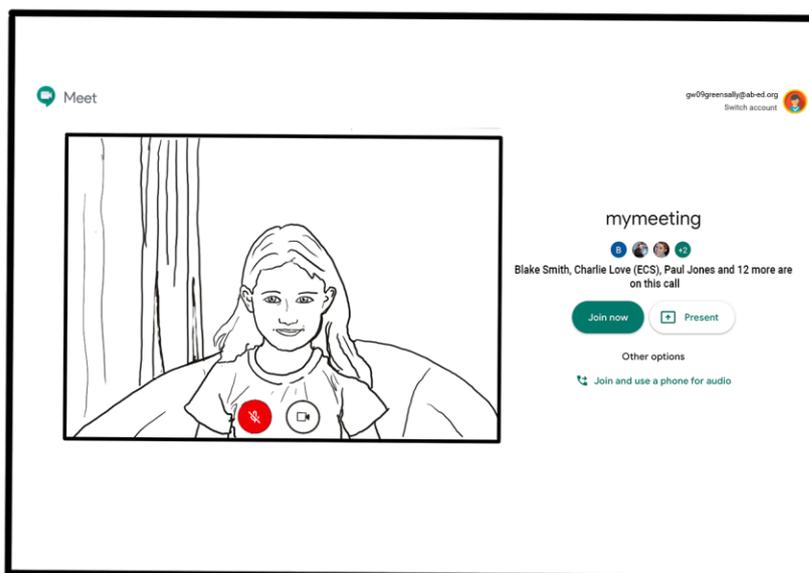
Your teacher will set a time for your meeting in Google Classroom. This is also where you will find the link for the meeting when it starts. Your teacher will be the first person in the

meeting room and will be the last person to leave it.

Your teacher will start recording the meeting as soon as it begins. The recording of the meeting can be made available to pupils who couldn't attend. If your teacher has forgotten to start the recording politely remind him or her to start recording using either chat or your microphone.

Top Tips for your meeting

1. Visit your Google Classroom to get the meeting link just before the meeting is due to start.
2. Go to the meeting link.
3. Mute your microphone before you enter the meeting. You can also switch off your camera if you wish.



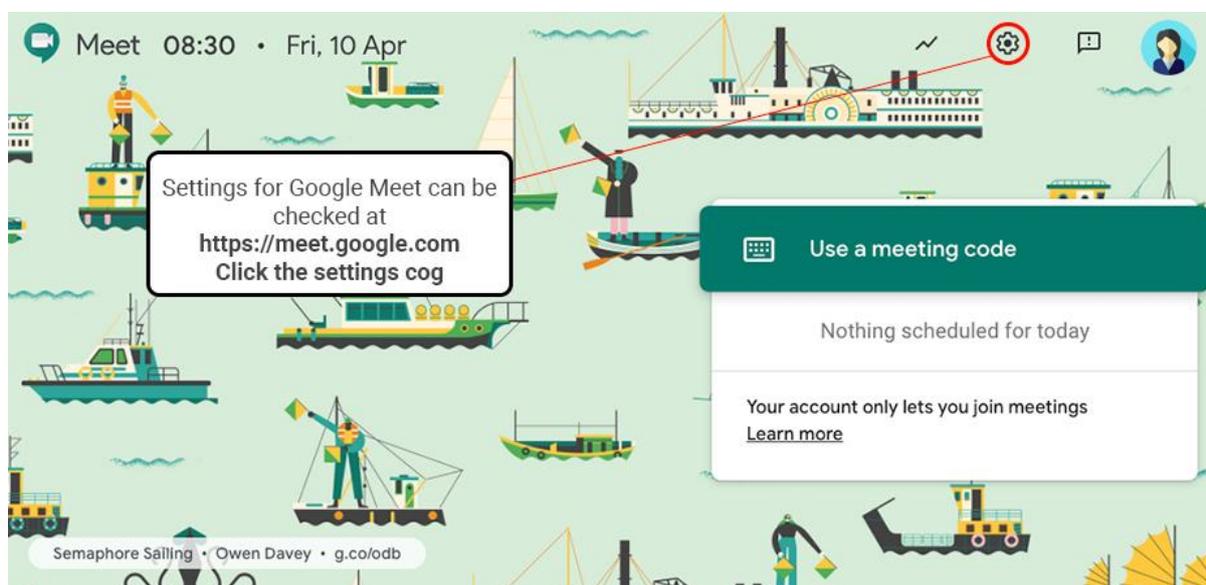
4. Click **Join now** to enter the Google Meet. *Don't click Present.*
5. Once connected, listen carefully to your teacher. You can use the chat to ask questions or **unmute** your microphone and ask your question. You should **mute** your mic again after you have asked your questions.
6. In your Meet, be kind and considerate of other people. The Meet is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you don't do so. If you are removed from a meeting, the headteacher or another member of senior staff may discuss this with you and your parents/carers.
7. **Remember, the meeting is being recorded.** The REC in red on the top left of the page tells you that recording is happening.
8. When the call is complete, disconnect by clicking the red "hang up" button.

Remember to check Google Classroom after the meeting for any assignments that your teacher has set for you.

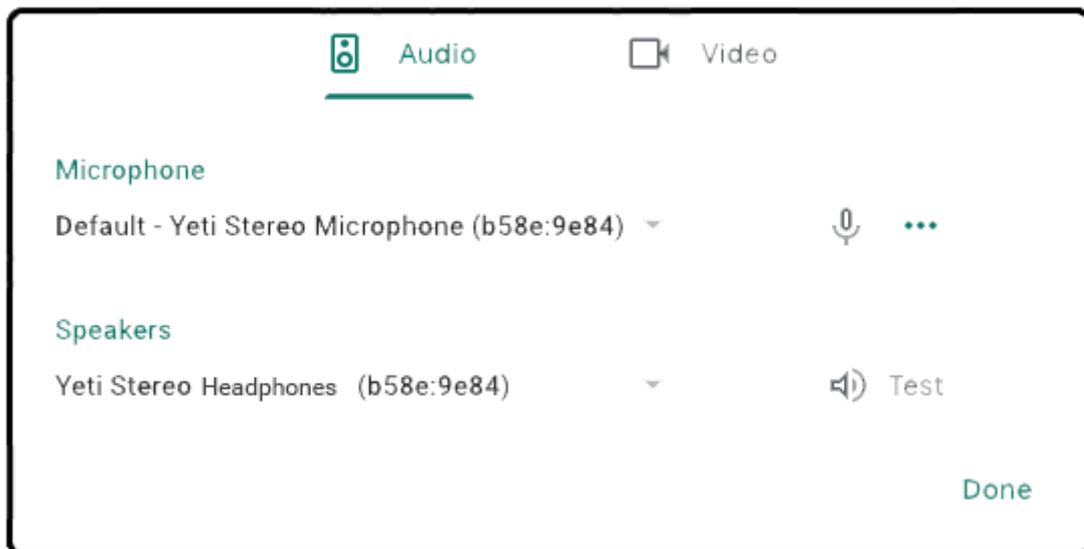
Parents - Helping your child to set up & connect

Our tips for helping your child to be part of an online video lesson.

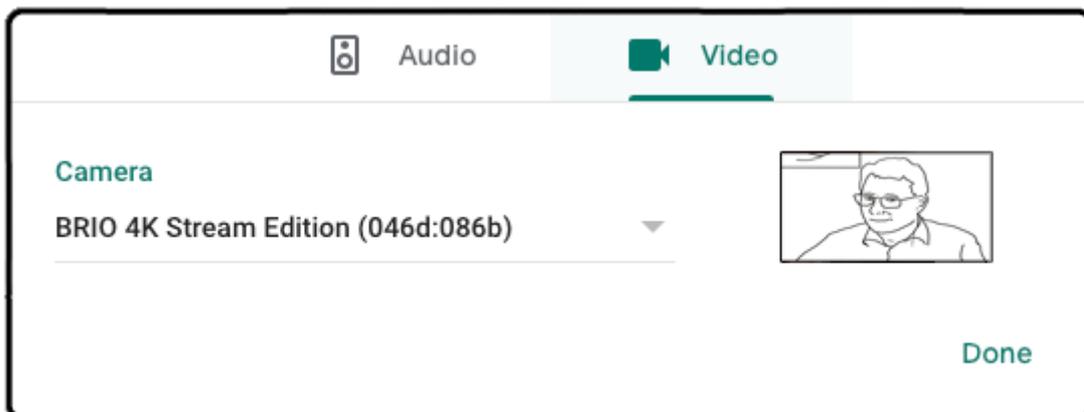
2. Remind your child that they need to behave appropriately in online lessons. Encourage them to be polite and respectful during the call. Be aware that inappropriate behaviour may result in your child being removed from the meeting and a follow-up discussion with school staff.
3. Position the computer/device in a room where you can monitor their activity, preferably not a bedroom.
4. Keep the background clear, with good lighting and sound (see our pupil tips above).
5. Information about who is hosting the lessons, what the lesson will be about and what tasks are set following it will all be shared in your child's Google Classroom. The link to the meeting will be shared in your child's Google Classroom just before the meeting is due to start.
6. Your child may need support in setting up Google Meet (<https://meet.google.com>), connecting their headphones, if they have them, and selecting the camera.



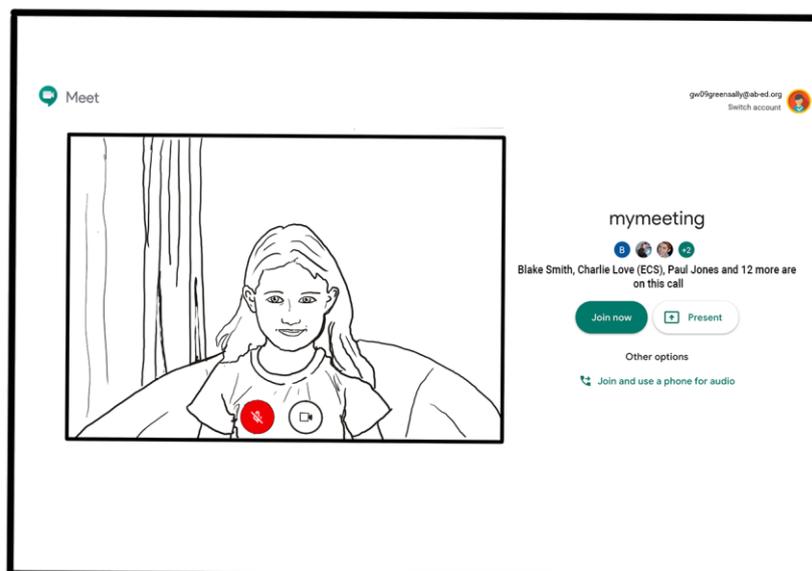
Audio Settings can be adjusted - select your mic and headphones



Camera settings can be adjusted on the Video tab



Help your child to do this and check the preview of the webcam before your child joins the meeting.



7. If you can, it is helpful for you to take an interest in your child's lesson and stay close by so you can assist if needed.

If you are subscribed to Guardian notifications from your child's Google Classroom, you will be emailed this information.

8. To protect your own family's privacy and that of others, we ask that participation in online meetings is kept to your child, their class and teacher. All meetings will be recorded by the class teacher.

If you have any concerns about the use of Google Meet or the content of live lessons, you can contact your school (details [here](#)). To ensure the safety of all participants, we ask all our teachers to record their live lessons.